

SENIOR ASSESSOR'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves leading and participating in the performance of clerical duties in support of the functions of the office of an Assessor. Work is carried out in accordance with established procedures and involves the supervision of others and assisting in the preparation and maintenance of assessment rolls and related duties. Assignments may include fieldwork. The class differs from that of Assessor's Aide in that Assessor's Aide is the entry level of the series whereas Senior Assessor's Aide is at the second level with greater responsibility. Work is performed under the general supervision of a higher level employee with leeway allowed in coordinating the work of subordinate personnel. Supervision may be exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Leads and participates in gathering, assembling and recording data relating to property assessment;

Leads and participates in maintaining property sales records;

Leads and participates in revising assessment rolls to reflect changes of address, lot sizes and type of property;

Leads and participates in checking and verifying assessment rolls and records;

Leads and participates in checking and verifying building and land measurements;

May use electronic data processing equipment in the course of performing various duties;

Answers inquiries from taxpayers and the general public and gives out routine information;

Performs a variety of related clerical duties;

Schedules subordinate assignments and performs other office management duties;

May perform field duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of Business arithmetic and English; ability to get along well with others and to deal tactfully with the public; ability to plan and supervise the work of others; ability to prepare and maintain records and reports; clerical aptitude; accuracy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid clerical experience; **OR**
- B. Two (2) years of full-time paid clerical experience.

Special Requirement: Possession of a valid New York State driver's license may be required at time of appointment.

ULSTER COUNTY
5980 SR ASR AID
Classification: Competitive
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Adopted: July 17, 1990